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Communications and Information

**COMMUNICATIONS SECURITY (COMSEC)
USER REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/SCFI
(SMSgt Michael K. Thomas)

Certified by: HQ AFRC/SC (Col Frank K. Brooks)
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AFI33-211 dated 3 June 2004 is supplemented as follows:

The OPR for this supplement is HQ AFRC/SCFI (SMSgt Michael K. Thomas).

This supplement applies to all AFRC and ANG units receiving COMSEC support from an AFRC COMSEC account. It clarifies and updates guidance for AFRC personnel who use, store, manage, transport, and destroy COMSEC keying material in the performance of mission operations or training events.

1.4. (Added) Applicability and Scope. This supplement further sets procedures for AFRC COMSEC Responsible Officers (CROs) and AFRC COMSEC users. This supplement does not replace requirements or instructions of higher organizational levels. Bring any conflict between procedures in this supplement and higher-level requirements to the attention of the OPR. When conflict exists, the CRO shall enforce the more stringent interpretation until the area of conflict is resolved and the recommended action is documented and approved.

3.1.6.1. (Added) Trains all personnel assigned as CROs/Alt CROs, SROs/Alt SROs or SVRO/Alt SVROs on standardized training emphasizing inventories, EAPs, access lists, user training and records disposition.

3.2.1.1. (Added) The commander of each AFRC unit requiring COMSEC material and/or aids establishes a designated user account through their supporting base COMSEC account.

3.3.2.1. (Added) In the absence of a requirements letter for an existing COMSEC requirement, the CRO will draft a requirements letter and have it validated by the unit commander (see **Attachment 10 (Added)**).

3.3.6.1. (Added) Upon receipt of COMSEC items from the COMSEC Manager, the CRO will immediately store each item in a GSA approved safe by removing each item from the issuing bag and recording the short title, edition, quantity, and accounting control number of each accountable COMSEC item on the applicable AFCOMSEC Form 16 (Air Force COMSEC Accounting Manual).

9.1.1. (Added) AFRC COMSEC Accounts responsible for DMS FORTEZZA card accountability should maintain 8 folders or a 6-Part folder and 2 separate folders, one for Modern Key and one for DMS FORTEZZA accountability. Folders 1 – 7 should be maintained in accordance with AFKAG-2K, para 2.6, Table 2-1.

9.2.3. (Added) Destroy all superseded COMSEC records within 24 hours of the period outlined on the COMSEC Records Disposition Instructions in AFKAG 1N, Attachment 4.

19.1.5. (Added) Rooms used to store COMSEC material will remain locked or guarded when COMSEC material is exposed.

21.4.2.1. (Added) To delete items from the AFCOMSEC Form 16 inventory outline the box from the deletion date through last day of the month in **RED** ink. Write the deletion date, action taken, voucher #, etc., (destroyed, returned to COMSEC, issued for deployment, etc.), and the initials of the person deleting the item in black ink inside the box. (**NOTE:** Do not remove items issued for daily use from the inventory.)

21.4.3.1. (Added) To add new items to the AFCOMSEC Form 16 inventory after the first day of the month enter the short title, edition, quantity and registry number of the new material in black ink. Then, outline the box from the block for day 1 through the block immediately before the date of receipt in **BLACK** ink. In the box write in black ink where material was received from, voucher # etc., the date of receipt and the initials of the individual making the entry. Items received on the first day of the month will be entered on the inventory with an explanatory remark on the back of the form.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ANG—Air National Guard

DMS—Defense Message System

DSN—Defense Switching Network

SVRO—Secure Voice Responsible Officer

Attachment 10 (Added)**AFRC SAMPLE COMSEC REQUIREMENTS LETTER FORMAT**

MEMORANDUM FOR HQ AFRC/SCFI

(Date)

439 Wing COMSEC MGR
 IN TURN

FROM: 439 AW/CC

SUBJECT: COMSEC Requirements for 439 AW/Command Post (CP)

1. COMSEC requirements for the 439 AW/CP are:

Short Title	Long Title	Held	Required
a. AKAB-293	Right to Passage Procedures	1	1
b. AKOD-1773	Flyby Authentication System	1	1

2. The 439 AW has ongoing operational requirements for the above COMSEC items. Items are currently being used on a periodic basis to support wing flight training and base security operations. Additionally, material is also required in support of Homeland Security initiatives.

3. Attached is proof that the associated equipment has been entered into the Standard Base Supply System in accordance with AFMAN 23-110.

4. Please address any questions concerning this requirements letter to CMSgt Mike W. Thomas. He can be reached at DSN 333-4444.

JAY CUSTINE, Maj, USAFR
 Commander

JOHN A. BRADLEY, Lt Gen, USAF
 Commander